



## Routine Work Request Form

Please complete and return this form 1-2 weeks prior to the date your group would like to perform routine work. Routine work includes removal of trash and debris, removal of invasive plants, and general clean-up. For more detailed information of actions classified as "routine" please refer to your Adopt-A-Park Handbook.

**Return by mail to: Metro Parks Volunteer Office, PO Box 37280, Louisville KY 40233-7280,  
or fax to: 502/456-3269. Questions call 502/456-8156 or email [mike.slaton@louisvilleky.gov](mailto:mike.slaton@louisvilleky.gov).**

Group name: \_\_\_\_\_

Park adopted: \_\_\_\_\_

Group contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Proposed task date: \_\_\_\_\_ Alternate task date: \_\_\_\_\_

Please describe your proposed project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Please Check One for Each Possible Need:

Maintenance staff supervision & instruction ..... ☐ Yes ☐ No ☐ Unsure  
Special tools or equipment (Supply Request Form may be necessary) ..... ☐ Yes ☐ No ☐ Unsure  
Debris pick-up ..... ☐ Yes ☐ No ☐ Unsure  
Scheduled time to meet with staff member prior to date to discuss details ..... ☐ Yes ☐ No ☐ Unsure  
Additional volunteers (will be added to publicly viewed calendar) ..... ☐ Yes ☐ No ☐ Unsure

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

### Office Use Only:

☐ Approved ☐ Denied      Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Explanation if denied: \_\_\_\_\_

\_\_\_\_\_

Meeting necessary with operations staff member? ☐ Yes ☐ No

Supervision required? ☐ Yes ☐ No

Supervision provided by: ☐ Volunteer program ☐ Operations staff

Training Required? ☐ Yes ☐ No

Training Provided by: ☐ Volunteer Program ☐ Operations Staff

Operations staff assigned to train/supervise task: \_\_\_\_\_

Volunteer Office staff assigned to train/supervise task: \_\_\_\_\_